



Mr. Zohaib Afzal

Graduate in Computer Science

Phone No: +92 (348)9757670

Email: zohaibbs.ims@gmail.com

Address: PAF Hospital Unit-II, Sector E9, Islamabad, Pakistan

PROFILE SUMMARY

Graduate in Computer Science and over five years of experience in clinical coordination & administration. Skilled in data analysis, visualization, and reporting, with a strong ability to manage and interpret complex data sets. Proficient in utilizing Microsoft Excel, Power BI, and Google tools to streamline processes, enhance data accuracy, and support decision-making. Experienced in managing student records, facilitating exam evaluations, and providing data-driven insights to improve operational efficiency. Adept at collaborating with cross-functional teams, supporting faculty, and ensuring smooth clinical operations. Passionate about leveraging data to drive continuous improvement and optimize healthcare service delivery.

EDUCATION

- Degree: Bachelor's in Computer Science
Institution Name: Institute of Management Sciences, Peshawar
Graduation Year: 2017
- Data Science course certificate (Prime Minister High Impact IT Initiate)
Venue: IMCG F-7/4, Islamabad, Duration 06 Months

Certificates

- Course Completion Certificates of Business Intelligence, SEO & WordPress from Ministry of Science & Tech.
- Advance Excel Course from NS Training Lahore, Jan 2023

TECHNICAL SKILL

- Data visualization: (Microsoft Power BI & Microsoft Excel)
- Data Analysis Tools: (Data analysis in Excel, Google Sheet & Power BI)
- Documents editing & Design: (Microsoft Word, Google form)

WORK EXPERIENCE

Coordinator (Oct 2020- till date)

Fazaia Medical College, Pakistan Air Force Hospital, Islamabad

- Coordinated daily clinical bed site classes in hospital wards, ensuring smooth scheduling and communication with students.
- Managed internal evaluations for students, tracking both clinical and theory exam results for the entire year using Excel.
- Facilitated the conduction of Objective Structured Clinical Examination (OSCE) and theory exams, ensuring all logistical needs were met.
- Collected and analyzed student feedback via Google Forms, providing valuable insights into performance and areas for improvement.
- Compiled and maintained student attendance records, both digitally and in hard copy format.
- Supported faculty members in preparing presentations and organizing online Google Classroom sessions for students.
- Created data visualizations in Microsoft Power BI for monthly reports on hospital ward performance, presenting actionable insights.
- Managed both hard and soft records for student and faculty information, ensuring accuracy and organization.

- Assisted in organizing events, including designing banners and drafting invitation letters for various academic functions.

Office Assistant – Accounts Department

Army Heritage Foundation, QMG Rawalpindi

Duration: Feb 2018 – Feb 2020

- Managed daily financial transactions, including cash handling and record-keeping.
- Assisted in preparing audit reports and reconciled departmental financial records.
- Developed and maintained Excel reports to track expenses and budget adherence.
- Provided customer service by responding to inquiries and resolving issues in a timely manner.

REFERENCES

Available upon request

INSTITUTE OF MANAGEMENT SCIENCES

PESHAWAR PAKISTAN

Serial No **005457**



By virtue of the power to award degrees granted to it by the
Charter and Statutes and by the authority of the Board of Governors,
the Institute has this day conferred

THE DEGREE OF BACHELOR OF COMPUTER SCIENCE

Upon

Name Zohaib Afzal

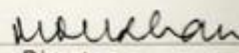
s/o, d/o Afzal Khan

Session 2012 - 2016 Registration No. 2012-IMSCIENCES-2800

Result Declared on 18-07-2017


Joint Director




Director

INSTITUTE OF MANAGEMENT SCIENCES| PESHAWAR

ENGLISH PROFICIENCY CERTIFICATE

This is to certify that **Mr. Zohaib Afzal S/O Afzal Khan** having Registration No. **2012-IMSCIENCES-2800** is a bonafide student of BCS (Hons) programme, session 2012 – 2018 in this Institute.

The medium of instructions in this program is English. **Mr. Zohaib Afzal** has demonstrated good command of the English language, both in spoken and written form. Throughout his academic career at our institution, English has been the primary medium of instruction for all courses, including lectures, seminars, assignments, and examinations.

As an English-speaking Institute, it is with great confidence that I recommend Mr. Zohaib Afzal as fully capable of pursuing academic studies and professional endeavors in English-speaking environments.


(Prof Dr Fakhri Alam Khan)
Program Coordinator
BCS (Hons)
IM|Sciences Peshawar



PAF HOSPITAL

Margalla Road, Sector E-9,
Opposite F-9 Park, Islamabad

Assistant Profesor

DR ALIA HALIM

Child Specialist & Neonatologist

MBBS, FCPS (Paediatrics)
FCPS (Neonatology)

For Appointment: +92-51-9563333

Date: 13 Feb 2023

RE: Zohaib Afzal

To Whom It May Concern,

It is with great pleasure that I write this letter of recommendation for Mr. Zohaib Afzal who is working under my supervision at PAF hospital Islamabad from Oct 2020 – till date. Mr. Zohaib Afzal carryout task beyond his job description from Coordination to Admin work. He makes and keeps updated record of our clinical schedule in very organized way. Record keeping & compilation of data, online classes schedule, coordination with students & consultants are included in his daily work routine. Apart from these he is very quick and skilled in computer work that help our department to run smoothly. He is quick learner and adapts his knowledge maturely and in an organized fashion in a way. He goes above and beyond expectation and is capable of understanding and preparing ahead of time to increase the efficiency and quality of his performance.

From an ethical and moral standpoint, Mr.Zohaib Afzal is beyond approach. He has proven himself to be straightforward, honest and ethically sound in all regards. He has not given any reason to doubt his in his ethical structure at any time of work. Moreover, Mr.Zohaib Afzal has demonstrated great social skills in his interaction with staff with whom over a very short while he commanded great respect.

From a personal standpoint, Mr.Zohaib Afzal was a pleasure to work with. He is enjoyed by all of the staff ranging from other technicians to the ancillary personnel in the department. He is very pleasant, eloquent, fluent in language and affable. In general, He is a very nice person who got extremely high marks for his interpersonal skills.

In summary, I am giving Mr.Zohaib Afzal my highest recommendation. He functioned exceptionally well as a Clinical Coordinator, and I am certain he will continue to develop a distinguished career in the field Business management/IT. I would highly recommend him for to be selected

Sincerely Yours,

DR. ALIA HALIM
MBBS, FCPS, Neonatology
FCPS Pediatrics
Assistant Professor
PAF Hospital
Dr. Alia Halim
Assistant Professor/Clinical In-Charge
Pakistan Airforce Hospital, Islamabad

PASSPORT



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Nationality
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31 JUL 2023

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Ordering Number
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ISSN 0950-0804
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